

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



AIR FORCE INSTRUCTION 14-303

**AIR FORCE SPACE COMMAND
Supplement 1**

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Intelligence

**RELEASE OF COLLATERAL INTELLIGENCE
TO US CONTRACTORS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFSPC WWW site at: <http://midway.peterson.af.mil/pubs>.

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This supplement implements and extends the guidance of Air Force Instruction (AFI) 14-303, *Release of Intelligence Material to US Contractors*. The AFI is published word-for-word without editorial review. Air Force Space Command (AFSPC) supplemental material is indicated in bold face. This supplement describes AFSPC's procedures for use in conjunction with the basic AFI. It applies to Headquarters Air Force Space Command (AFSPC) and its subordinate units. It assigns responsibilities for releasing selected intelligence information and related material to eligible US contractors, and outlines special requirements the contractor needs to meet to safeguard intelligence information. This supplement applies to appropriately cleared contractors during any phase of the contracting process with HQ AFSPC staff agencies. This supplement does not apply to the Air Force Reserve nor Air National Guard units. Upon receipt of this integrated supplement discard the Air Force basic publication.

SUMMARY OF REVISIONS

The revision of this publication is to meet the format standards required by Air Force, no content material has changed. Some required format changes have been made to allow for the conversion process.

1.2. Within AFSPC, the Senior Intelligence Officer (SIO) is the Chief, Space Intelligence Division, Directorate of Operations (HQ AFSPC/DOI). Subject to restrictions within this paragraph, authority to approve release of intelligence to command contractors is delegated by the SIO to the AFSPC Command Dissemination Manager (CDM), Requirements and Support Branch (DOTU). The purpose of the CDM is to facilitate the flow of intelligence information to ensure the right information is made available and to protect sensitive sources and methods. All requests for intelligence materials shall be forwarded to the CDM (HQ AFSPC/DOIU) for release approval. Requests must be validated as need-to-know and documented with a current DD Form 254, DoD Contract Security Classification Specification. Authority delegated to the CDM does not include data caveated ORCON and PROPIN without referral to the originator of the material.

1.2.1. NOTE: Send requests for release of these intelligence documents to HQ AFSPC/DOIU.

4. The contract monitor functions as the AFSPC organizational representative to interface between the contractors performing work on the contract, the government organizations for whom the work is being performed and the contractor special security officer (CSSO). The contract monitor performs the tasks outlined in Defense Intelligence Agency Manual (DIAM) 50-5, Sensitive Compartmented Information (SCI) Contractor Administrative Security. The contract monitor ensures DD Form 254 contains specific intelligence requirements and controls. Contracting officers shall not add DD Form 254's to a contract where Block 10 E1 or 10 E2 is checked "yes" without prior written coordination with HQ AFSPC Special Security Office (SSO). HQ AFSPC SSO reviews all DD Form 254's where Block E1 or E2 is checked yes. HQ AFSPC SSO also ensures that the contract monitor is properly identified, trained, and appointed and that the additional security instructions for contracts requiring access of intelligence information are added to the DD Form 254.

5. If contractors require additional copies of intelligence, they must obtain the approval of the releasing agency through the CDM. Contractors must agree that all intelligence released to them, all reproductions, and all other material generated (including authorized reproductions) are the property of the US Government and will be returned upon request of the CDM or expiration date of the contract, whichever comes first.

6. (Added) Eligible contractors are authorized access through contract monitors or contracting agency to intelligence materials in the HQ AFSPC Intelligence Reference Library, Building 1, Peterson AFB Colorado.

6.1. Contractors are not authorized free access or browsing privileges in the library facility. Contract personnel must forward detailed requests, security clearances and contract specifications, and identify their contract monitor to the AFSPC CDM. SCI security clearances are forwarded to HQ AFSPC Special Security Office.

6.2. Contract monitors from HQ AFSPC staff offices obtain authorization for document(s) release, check out document(s) from the Intelligence Reference Library, maintain appropriate security and return documents to the library, unless retention or destruction is authorized by the CDM. A two-week checkout period for library documents is the maximum unless extended by the CDM. The CDM will also work directly with the contractor to release intelligence materials provided contract information and certification is on file in HQ AFSPC/DOIU and the contract monitor is provided a list of materials released.

6.3. Contractors performing reservist duty and on active or inactive duty orders have access to intelligence materials in the library as long as there is no conflict of interest and all materials serve reserve-related duty. Need-to-know for all classified documents will be enforced.

7. The 21st Security Police Squadron (21 SPS/SPAI) has oversight responsibility for all Peterson Air Force Base classified contractors. SPAI ensures all organizations are familiar with intelligence material release and control requirements when involved in contract performance. SPAI reports noncompliance to Defense Investigative Service (DIS).

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